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3-26-73

Digest of suggestions submitted by DDO components to improve efficiency

CCS 1. Combine Forms 1152 & 1150.

SOD 1. More comprehensive pers. records system

25X1C 2. Improve [redacted]

3. Reduce paper work for promotions & QSI's

4. Use Bio Profiles for contract employees

5. Reduce participation by DDO/PER in both contract and staff pers action processing

6. Eliminate the contract notif. action (Form 1150 b.)

7. Improve the PERCON system

8. Estab OPF on each contract employee

9. Make FR schedules uniform for all career services; redesign FR form; reduce no. of ratings to 3.

25X1 [redacted]

1. Shift responsibility for action on C.U. matters to C.U.

2. Shift responsibility for corresp on technical matters to the office concerned (retirement, FECA, benefit, payroll)

3. Elim participation by DDO/Per in staff pers action processing and in basic pers mgmt functions.

4 Elim routing of Form 1152 thru CCS when change in command title is required

5 Elim need to obtain Comptr approval on personnel [redacted]

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25X1A

[redacted]

(cont)

25X1C

6. Elim need for position certif on PSI forms.
7. Devise one form to cover needs of both [redacted] and [redacted]

25X1C

EUR

1. Reduce participation by DDO/PER (and other points) in messages to field stations on pers matters such as short-of-tour, home leave, next assignment, etc.
2. Reduce frequency of sending C.O. statements to the field (annual only)
3. Elim sending VIP statements to the field

25X1C

[redacted]

1. Elim T+A reporting; report only on "exception" basis
2. Consolidate pers files so as to have only one file for each person
3. Modify (how?) the system for travel orders
4. Delegate responsibilities to component chiefs for approving home leave and short-of-tour actions.
5. Wider use of commuted travel.
6. Elim the annual review of all D officers; restrict review to extremes (outstand/marginal).
7. Estab uniform Agency criteria for identifying personnel for retention.

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CI

1. Improve the updating of Bio Profiles.
2. Elim need to re-justify PRA's by personnel
3. Elim computer reports such as: delinquent FR, home base, etc.
4. Stock personnel forms in Supply Room (e.g., PHS forms, Honor Merit Award forms, etc).
5. Elim need for component to nominate individuals for career status
6. Elim the Home Base concept.
7. Reduce the amount of info needed on contract check list for reemployed annuitants.
8. Elim T & A reporting; report only on "exception" basis
9. Elim employee copy of Form 1150.
10. Elim PSI certification
11. Elim pay change notif to indiv (legis?)
12. Shift respons to Comp. Chief to approve employee's outside activities
13. Elim the Vacancy Notice system for professionals
14. Elim service duty for clericals on Agency-wide basis
15. Institute cover information on 1152 & 1150.
16. Revise system for issuance of insurance cards for new employees.

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TSD

1. Expand the use of flexible positions, to apply throughout a component, provided perm duty station is not changed.
2. Shift respons to component chief for promotion of officers through GS-10.
3. Shift respons to component chief for approving QSI's
4. Elim T+A reporting; report only on "exception" basis

WH

1. Improve the system of Bio Profiles.
2. Improve the system of keeping PCP current.
3. Elim single-grade promotions for professionals (GS-7 to 9 to 11).
4. Shift respons to component chief for promotion of officers through GS-12.
5. Elim need for prom recommendations as part of competitive eval process
6. Estab system whereby C.U. and VIP statements are mailed direct to employees.
7. Revise FRQ to include cover info.
8. Elim the Language Control Register.
9. Elim (or reduce) the need for position to be identified for USCR level.

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WH (cont)

10. Elim the need to identify personnel by categories for Eval Review.
11. Increase availability of computer reports of data now compiled by hand.
12. Revise (how?) format of dispatch form

AE

1. Delegate authority to comp. chief to approve short-of-tour for operational reasons
2. Estab clear-cut guidelines re need for
25X1C cable coord with [redacted]
3. Add CCS to the tube system
4. Elim the need for prom recommendations.
5. Revise system of forwarding C.V. and VIP statements to the field
6. Elim the home base concept.
7. Elim participation by DDO/Pers in processing
STAT [redacted]
8. Improve the quality level of clerical pers assigned to DDO (e.g., language capabilities, training in DDO procedures by [redacted], etc.) STAT

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FE

1. Re-establish system for paying field contract employees directly from Station funds.
2. Elim DDO/PER Staff.
3. Revise the system of communication with the field on C.U. matters.
4. Include HomeBase indicator on computer reports of PCR, Pers Status Report, etc.
5. Make each DDO component an individual career service, with separate CSGA's.
6. Make promotion of clericals on competitive basis, rather than on basis of position grade.
7. Elim need for GS-08, GS-09, and GS-10 personnel who are promoted to be assigned to a position of proper grade.
25X1C
8. Have all [redacted], with
25X1C
[redacted] maintaining the soft files.
9. Standardize the various personnel processing forms and records devised by individual components.
10. Consolidate and reduce the number of computer reports, particularly on contract personnel.
11. Have the computer print-out the names of contract personnel as an annex to each component on the PAR
25X1
12. Elim the need for "special sheets" on [redacted] officers being considered for promotion.

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FE (cont.)

13. Elim need for promotion recommendations
14. Elim need for preparing "Returnee/Departee Report" for GS-14 and above personnel.
15. Convert the Non-Staff Report from a quarterly basis to an annual basis.
16. Shift responsibility to component chiefs for approving short-of-tour cases.
17. Elim T+A reporting; report only on exceptional basis.
18. Elim need for separate memos to COS and to [redacted] when converting a staff employee to SA or CA status under [redacted]

25X1C

25X1A

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